

<i>SUBJECT:</i> GRIEVANCE AND COMPLAINT PROCEDURES Discrimination	<i>Chapter:</i> 12
	<i>Section:</i> 12.4
<i>REFERENCES:</i> Department Administrative Manual Policies 3.2, 12.1, 12.3 and 12.6	<i>Page:</i> 1 of 1
	<i>Revised:</i> 1-23-04

DISCRIMINATION

I. PURPOSE:

To define discrimination and establish guidelines for employees and managers to manage complaints of discrimination.

II. SCOPE:

Departmentwide.

III. POLICY:

It is the policy of the Department to assure a workplace free of discrimination for all employees and clients. There shall be no discrimination against any employee or client based on their race, color, religion, age, sex, national origin, or disability.

IV. COMPLAINT PROCESS:

- A. If an employee feels they have experienced discrimination based on the above definition, they may utilize the internal Complaint Procedure, Administrative Manual Policy 12.6.
- B. Employees are encouraged to contact their immediate supervisor or the appropriate manager in their program to discuss their concern. Employees may also directly contact the Office of Personnel.
- C. Clients who feel they have experienced discrimination based on the above definition are encouraged to contact the Office of Personnel.

Prepared by:

Approved by:

Chief, Office of Personnel

Chief Operating Officer